

**APPLICATION FOR USAREUR/USAFE INSTALLATION PASS
(AE Reg 190-16)**

Data required by the Privacy Act of 1974

Authority: Article 53, Supplementary Agreement to NATO SOFA; 10 USC 3012.

Principal purpose(s): For identification of U.S. and non-U.S. nationals employed by U.S. Government agencies, contractors, and vendors of non-military agencies of countries in which U.S. personnel have been accommodated when these personnel require recurring access to the accommodations under U.S. control and do not possess other valid entry authorization documents.

Routine use(s): To identify personnel authorized routine or recurring access to installations under U.S. control.

Mandatory or voluntary disclosure and effect on individual not providing information: Voluntary. However, failure to provide any item of information will result in denial of entry onto the U.S.-controlled installations for which the AE Form 190-16A has been validated.

Please refer to the instructions on page 3 to ensure that the form is correctly filled in.

1. To		2. From		3. Date (mm/dd/yyyy)	
4. Applicant name (Last, first, MI)		5. Sponsor address		6. Address (Company/Organization/Unit)	
7. Person category		8. Country of citizenship		9. SSN/Personal ID number	
10. Supporting document expiration date (Passport/ID card) (mm/dd/yyyy)		11. Residence permit <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Work permit <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Type pass requested <input type="checkbox"/> Installation pass <input type="checkbox"/> Temporary installation pass	14. Date of birth (mm/dd/yyyy)	15. Weight (Pounds)	16. Height (Inches)	17. Eye (Color)	18. Hair (Color)

19. Installations for which access is required

20. Limitations/time/day access is required	21. FPCON restriction	22. Pass expiration date (mm/dd/yyyy) IACO REGISTRAR MUST VALIDATE	23. Sign-in privileges <input type="checkbox"/> Yes <input type="checkbox"/> No
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24. Privately owned vehicle (POV) registration information (additional vehicles may be added on a separate sheet of paper)

a. License number	b. Country	c. Make	d. Model	e. Year	f. Body type	g. Color

25. Company name and telephone number

26. Verification by sponsoring official (must check both boxes)

☐ I have reviewed the results of all background checks required by AE Reg 190-16 and verify that there is no derogatory information that would preclude the issuing of an installation pass.

☐ I verify that the applicant has been informed about the purpose and proper use of the installation pass. I have reviewed AE Reg 190-16 and believe this packet is administratively correct, and fully and accurately reflects the applicant's access requirements. However, if there is a problem or you need further information please contact me.

a. Organization and telephone number	b. Name and title
c. Signature	d. Date (mm/dd/yyyy)

27. To be completed by registrar

a. Registrar name	b. Date issued
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28. Installation for which access is required (Provide justification)

29. Sign-in privileges (Provide justification)

Required attachments (Check applicable boxes)

Requirements may be different depending on the person category selected. All installation-pass applications must include supporting documents. Some installation-pass applications may include a copy of:

- | | |
|---|---|
| <input type="checkbox"/> Residence permit | <input type="checkbox"/> Defense Clearance Investigation Index (DCII) |
| <input type="checkbox"/> Work permit | <input type="checkbox"/> Proof of AE Form 604-1A, Foreign National Screening (FNS), initiation/completion |
| <input type="checkbox"/> Police Good Conduct Certificate (PGCC)
(<i>Polizeiliches Führungszeugnis</i>) | <input type="checkbox"/> Military police (MP) check results |

Instructions for completing AE Form 190-16A

Item 1. To

Enter the name of the servicing installation access control office.

Item 2. From

Enter the name of the sponsoring official's organization.

Item 5. Sponsor address

Enter the mailing address of the sponsoring organization. For the person categories Personal-Service Employee, Visitor (immediate family member living in Europe), and Visitor (friend or family member not included in the "immediate family member living in Europe)" category, also include the requester's mailing address.

Item 6. Address

Enter the address of the unit of assignment. This address will depend on the applicant's person category. For example, for local national employees, enter the hiring organization's address. For Contractors and Delivery Personnel, enter the address of their company. Visitors should list their home mailing address.

Item 7. Person category

- | | |
|---|---|
| <ul style="list-style-type: none"> • DOD ID-card holder • Local national employee • Contractor (based in United States) • Contractor (living in host nation) • Personal-service employee • Delivery personnel (recurring deliveries or similar service not associated with a Government contract) • Vendor or commercial solicitor • NATO member • Host-nation military member | <ul style="list-style-type: none"> • Foreign student (Marshall Center) • Member of private organization • Visitor (immediate family member living in Europe) • Visitor (friend or family member not included in category above) • Official guest • Department of State and American Embassy personnel • Other • Host-nation Government official • Gate guard |
|---|---|

Item 9. SSN/Personal ID number

Enter the personal ID number or the passport number from the supporting document used. Applicant must have one of the following supporting documents:

- Passport
- Personal ID card issued by the country of citizenship (for example, German *Personalausweis*, Belgian identity card, Italian *carta d'identità*)
- Military ID card issued by one of the NATO Sending States (Belgium, Canada, France, the Netherlands, United Kingdom)

Item 10. Supporting document expiration date

Enter the expiration date of the supporting document (for example, expiration date of passport or German *Personalausweis*).

Item 11. Residence permit

If required, check the appropriate box to indicate whether a copy of the residence permit is attached. See AE Reg 190-16 for guidance.

Item 12. Work permit

If required, check the appropriate box to indicate whether a copy of the work permit is attached. See AE Reg 190-16 for guidance.

Item 13. Type pass requested

Check the appropriate box. If an installation pass is desired, a temporary installation pass may be issued pending completion of a required background check. A temporary installation pass is valid for up to 90 days. The restrictions associated with each pass are different for each individual's access requirements.

Item 19. Installations for which access is required

Enter the level of access required. Depending on the person category, access may be restricted per AE Reg 190-16. Access should be limited to the least amount required. Examples include Taylor Barracks; 293d BSB (Mannheim); 26th ASG-wide; USAREUR-wide (Germany only).

The following levels of USAREUR-wide access are available:

USAREUR/USAFE-wide
USAREUR-wide
USAREUR/USAFE (Germany only)
USAREUR (Germany only)

NOTE: If liberal access is required, the sponsoring organization and the IACS registrar must take steps to ensure the proper selection from the above is made. For example, a contractor who operates exclusively within Germany should never be given USAREUR/USAFE-wide access.

Item 19. Installations for which access is required (continued)

If any level of USAREUR-wide access is requested above, the sponsoring official must include a written justification in item 27. The written justification must demonstrate why the applicant requires the level of access in the performance of duties. NATO Member and Department of State and American Embassy person categories are defaulted to USAREUR/USAFE-wide access; no justification is required.

Item 20. Limitations/time/day access is required

Enter "24/7" if access is required all the time; otherwise state the specific days of the week and times. IACOs may require justification for liberal access (such as 24/7), so sponsoring organizations should be prepared to justify this entry.

Item 21. FPCON restriction

Enter the FPCON restriction. The IACS will establish a default FPCON according to AE Reg 190-16. Sponsoring officials may request a reduction or a one-FPCON increase.

- Delta
- Charlie
- Bravo
- Alpha

Item 22. Pass expiration date

Enter the desired installation pass expiration date. This field will be validated by the IACO. Justification for this date must be provided. A temporary installation pass is valid for up to 90 days. The expiration date of an installation pass depends on the limitations of the person category (item 7) selected as well as the expiration date of the supporting document (for example, passport) that was used to obtain the installation pass. The expiration date will be whichever date is earlier.

Item 23. Sign-in privileges

Check the appropriate box to indicate whether sign-in privileges are required. If sign-in privileges are requested, the sponsoring official must include a written justification in item 28. The written justification must demonstrate why the applicant requires sign-in privileges in the performance of duties. NATO Member and Department of State and American Embassy person categories are defaulted to sign-in privileges authorized; no justification is required.

Item 24. Privately owned vehicle (POV) registration information

- a. State the license plate number exactly as it appears.
- b. State the country the license plate was issued for.
- c. State the make of the vehicle (for example, Opel, Saab, BMW).
- d. State the model of the vehicle (for example, 325i, Astra, 190E, S60).
- e. State the year of the vehicle (YYYY).
- f. State the body type of the vehicle (for example, 2-door sedan, bus).
- g. State the color of the vehicle.

Item 25. Company name and telephone number

This item is only applicable for applicants in the Contractor (living in host nation) person category. If applicable, enter the name and telephone number of the company.

Item 26. Verification by sponsoring official authority

State the name, title, organization, and telephone number of the sponsoring official. The BSB IACO must have a copy of the designation of sponsoring officials memorandum from your organization identifying who is authorized to sign installation pass applications.

Item 27. To be completed by registrar.

Item 28. Installations for which access is required

Enter the written justification that demonstrates why the applicant requires the level of access in the performance of duties.

Item 29. Sign-in privileges

Enter the written justification that demonstrates why the applicant requires sign-in privileges in the performance of duties.